

PROJECT STATUS REPORT

CONGRUEX

AS OF: OCTOBER 16TH, 2022

PROJECT STATUS SUMMARY Percent Complete: 5%
 (The percent complete here should be the percent completion of the entire project.)

Scope	Schedule	Cost	Risks	Quality
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This section provides a quick executive overview of the status of the project. It is intended for senior management/sponsor so it should not get too detailed. However, it should highlight anything important which should be brought to their attention. The Scope/Schedule/Cost/Quality table above is a quick way to present a color coded dashboard for the status report. Typically a variance of +/- 5% will warrant a yellow cautionary color and +/- 10% will warrant a red warning color. For any constraint which is yellow or red this section should contain brief explanation.

Risks: Choosing to use Sharepoint as the platform instead of migrating to a new platform means we have to tackle any existing problems with Sharepoint. This means providing a way to implement Sharepoint that is more satisfactory than what is currently in use. If this cannot be done, there is no project.

Quality: It is of great concern and importance in this stage that a product of greater quality be delivered to the team. When choosing a CMS option, it is important that we keep this in mind. It is necessary to increase quality despite having to migrate to a new CMS.

WORK PLANNED FOR LAST WEEK

For this section you can copy the "Worked Planned for Next Week" section from last week's status report and paste it into this section.

- Decide on which of the presented CMS's we've chosen will be used for the project.
- Setup environment for agreed upon CMS with Congruex team
- Begin working on migrating or adapting the CMS of choice to a new environment.
- Finalize scope requirements with Congruex presenting a clear list of wants and needs

WORK COMPLETED LAST WEEK

In this section you should provide a highlight of work performed and milestones and/or deliverables met during the past week.

Fleshed out project scope more deeply with Congruex team
Refined pros/cons list of CMS's
Finalized options for CMS
Demoed CMS environment
Presented final CMS choice for the team.
Decided to use SharePoint instead of Contentful
Reviewed requirements (wants and needs) with Congruex team

WORK PLANNED FOR NEXT WEEK

This upcoming week we need to work with sharepoint, seeing what content can stay in sharepoint and what can't. We need to test out different widgets and present those in our meeting Wednesday. We also need to go over their list of must haves for the project and make sure we agree on all of those and ensure they are realistic for the scope of the project.

Provide an overview of the work being performed during the next week and any milestones or deliverables you expect to meet.

- Review the project requirements and 'nice to haves' sent by Congruex team
- Possibly update project charter based on requirements
- Review and get more familiar with sharepoint
- Work on testing out page layout and different widgets
- Wireframe pages for Congruex and present them to the team
- Choose which widget we would like to start framing out
- Think of ways these widgets can be utilized for other services.
- Plan for re-usability when developing widgets.

OPEN ISSUES

This section should contain a list of open issues along with their status.

The team presented the issue to Congruex of near necessary payment for a service. This has created the discussion of risk v. worth in terms of budget. If a new service is more expensive, it must be worth the risk of having to migrate to the new platform. If the old service is being used, we must improve how it delivers content to the company. In addition we need to solidify what can stay in sharepoint and what needs to migrate over to a new software.

DELIVERABLES AND MILESTONES

This section is a table which shows the status of milestones and deliverables.

The first column is for the name of the Milestone or Deliverable from the project plan. The next column is the WBS unique ID number. This ties it to the milestone/deliverable in the project plan. The “Planned” column is the planned completion date according to the baseline. The “Forecasted” column is the expected completion date for this item. The “Actual” column is the actual date the milestone/deliverable was completed. The “Status” column is a simple one or two word phrase such as; “Completed”, “On Schedule”, “Late”, “Accepted”, etc.

Milestone	WBS	Planned	Forecasted	Actual	Status
Be familiar with React	1	Oct 7, 2022	Oct 7, 2022	10/05	Complete
Flesh out scope with team	2	Oct 7, 2022	Oct 7, 2022	Oct 7, 2022	Complete
Get familiar / setup new CMS environment that is chosen	3	Oct 14, 2022	Oct 14, 2022	–	on-schedule
Deliverable	WBS	Planned	Forecasted	Actual	Status
Deliver final options CMS	1	Oct 5, 2022	Oct 7, 2022	10/05	Complete
Decide on final CMS with Congruex	2	Oct 12, 2022	Oct 12, 2022	–	On-Schedule
Present widget designs to Congruex	3	Oct 14, 2022	Oct, 19, 2022	-	On-Schedule

OPEN CHANGE REQUESTS

Use this section to track all changes to the project scope and report the status of those changes. Tracking of changes starts with the request for the change, tracks the approval status and ends when the change is added to the project, the project plan and schedule have been updated and the change has become integrated into the project.

Change Request Name	Change Request Number	Request Date	Current Status
Maintain Sharepoint instead of switching CMS	1	10/07/2022	Approved

KEY PERFORMANCE INDICATORS (KPI's)

Many executives turn right to this section as it provides a clear summary of the status of the project according the progress metrics. You should limit the metrics displayed to the most important. You want to avoid providing the same information in different formats. Fewer is better.

Schedule - Project is Ahead of/Behind/On Schedule

Schedule Variance (SV): +/- 0 days

Cost - Project is Over/Under/On Budget

Cost Variance (CV): (\$0)